

JOB DESCRIPTION/DUTY STATEMENT

Employee Name: _____

Employee Number: _____

Job Title: Licensed Vocational Nurse (LVN)

Shift: _____

Position Description:

Los Angeles County Department of Health Services Quarantine and Isolation Medical Shelters

In response to the COVID-19 crisis, Los Angeles County has established eight quarantine and isolation medical shelters to house COVID-infected or COVID-exposed individuals who cannot quarantine or isolate in their homes, either because they don't have a home or because they cannot remain at home given risks to others in their households. The LVN responsibilities includes supporting the Charge Nurse in creating and implementing the nurse care plan and medication administration. The LVN reports to the Charge Nurse

JOB DUTIES/RESPONSIBILITIES:

The LVN responsibilities include the following:

- Collects data related to the patient's physiological and psychological health status according to the patient's cultural and linguistic needs
- Assists in developing a plan of care with interventions to attain expected outcomes
- Implements and validates plan of care utilizing identified interventions
- Provides information/patient education regarding aftercare, follow-up and/or referrals
- Supports decision making in identifying and resolving patients' needs Accurately and thoroughly documents patient's information into medical record
- Provides good customer service to ensure high quality patient care
- Performs and reviews client's vital signs and reports changes of client condition to Nurse or Provider
- Administers medication as prescribed by Provider
- Adheres to infection-control policies and procedures; medication administration and storage; and controlled substance regulations
- Demonstrates appropriate delegation of tasks and duties to unlicensed personnel
- Demonstrates effective communication skills with all health care team members, clients and significant others
- Ensures environmental safety is maintained
- Monitors clients who require continuous/frequent observation
- Maintains a cooperative relationship among health care teams by communicating information and participating in team problem-solving methods
- Assist with supplies inventory and alert the supply coordinator or Nurse of needed supplies
- Completes all client duties as assigned
- Other duties as assigned

Date Received: _____ Employee Signature: _____

Date Received: _____ Supervisor Signature: _____